



# **CITY OF CONCORD**

## **REPORT TO THE MAYOR AND CITY COUNCIL**

**FROM:** Thomas J. Aspell, Jr., City Manager

**DATE:** January 30, 2015

**SUBJECT:** 2014 – 2015 City Council Priorities

### **Recommendation**

Accept this report as to the current status of the City Council Priorities established on February 3, 2014.

### **Background**

Members of the City Council met on February 3, 2014 to discuss and set priorities for the remainder of Calendar Year 2014, as well as Calendar Year 2015.

### **Discussion**

Listed below, in ranked order, are the accepted priorities, projects and ongoing initiatives; and their respective statuses.

#### **GOAL 1. BALANCED BUDGET ISSUES: FY 2015 and 2016**

##### **a) Collective Bargaining/Contract Negotiations**

**Status:** All unions are currently under contract. Our next contract negotiations will likely begin in early 2015 with the Concord Fire Officers Association, whose contract expires on 6/30/2015. By eliminating the Point of Service health plan from all contractual language, we have been able to reduce our plan offerings to three, more cost effective HMO selections through Harvard Pilgrim. Further, five of the unions have entered into contracts that provide for cost sharing of medical and dental premiums. The Concord Police Supervisors Association (CPSA) will begin cost sharing in July 2015, and the remaining four unions will begin cost sharing in July 2016.

##### **b) Grant Writing**

**Status:** In April, the City was awarded \$155,000 in Community Development Block Grant funds to support renovations to NAMI-NH's facility on North State Street.

The Fire Department has applied for \$189,864 through the Assistance to Firefighters grant program to install fire sprinklers in the four Fire Stations.

The Police Department currently manages three Justice Assistance Grant awards, which have provided approximately \$90,000 to the Concord Police Department and the Merrimack County Sheriff's Department. These funds are designated for equipment, training and other police-related needs identified by each agency to improve the police services provided.

The Police Department participates in the Ballistic Vest Partnership Program, which provides 50% of funding for the Department's purchase of ballistic vests. The Department also receives funding through the NH Highway Safety Agency to conduct initiatives designed to keep the City's roadways safer. These initiatives include enhanced enforcement patrols on Loudon Road, downtown pedestrian safety patrols, DWI patrols, seatbelt enforcement patrols, and other initiatives targeting aggressive driving and pedestrian safety.

In 2013, the Police Department applied for and was approved to receive funding through the Office of Domestic Preparedness, State Homeland Security Program and Law Enforcement Terrorism Prevention Program, for a specialized response/rescue vehicle. The Department received this vehicle in July 2014. This vehicle will be an important asset for both the Department and the Central NH Special Operations Unit for incidents involving the need for a vehicle with such response capabilities.

In March 2014, the Police Department received funding through the State of NH Homeland Security and Emergency Management Exercise and Evaluation Program to conduct an active shooter exercise in conjunction with Concord Hospital. This exercise proved extremely beneficial in assessing not only the Department's response to an active shooter incident, but also in evaluating the interoperation capabilities of other responding agencies, as well as staff at Concord Hospital.

Future grant opportunities are being explored to determine their applicability to the Police Department and whether further action is warranted. A number of grant solicitations are expected during the upcoming year and the Department will remain vigilant in seeking out funding through these grants in order to further the Department's goals.

Library staff applied for and received a number of grants. They prepared a successful Reen Grant application (\$6,635) for additional comfortable, stacking chairs for the auditorium, and new plastic chairs for children's programs. They also received the following grants from the Concord Public Library Foundation: \$370 for PlaySpace equipment in the Children's Room; \$375 to purchase books to give away at National Night Out; \$645 to help with the Teen Summer Reading Program; \$1,000 to purchase books for Book Club kits; \$600 to purchase a discounted library pass for patrons to the Museum of Science in Boston; and \$1,000 to help establish a teen zone in the Library. All of these grants help supplement the offerings the library provides for the community. In addition, the Library recently received a grant from the Network of Libraries of Medicine to purchase library materials for three programs, as well as to support the filming of the three programs for the Library's YouTube channel. Those programs are: "How to Sign Up for Healthcare"; "Alzheimer's Memory Loss and Dementia"; and "Healing from Lyme Disease".

The Human Resources Department applied for and was awarded the 2014 New England ADA Center's Field Based Training Day for municipalities, which included a \$1,000 grant to be used to improve accessibility for the disabled. City employees participated in a hands-on training experience on September 29, 2014. The training provided experience conducting an accessibility review and identifying solutions that would improve accessibility to the public for municipal services and programs, as designated under the Americans with Disabilities Act. The City recently received the \$1,000 monetary award and is evaluating the best use of the grant.

**c) Health Insurance Costs**

**Status:** The City has worked diligently with Harvard Pilgrim Healthcare to accomplish a five year average increase on premiums of only 3.88%, with the last two years representing an unprecedented rate hold. The rate increase for FY 2016 will be in the range of 8-10%. Throughout this time, we have been able to maintain the level of benefits provided to our employees. We have increased our wellness program participation amongst employees and spouses with a focus on providing greater access to fitness programs and healthcare consumer awareness. This has correlated to lower standard claim costs. Most recently, high cost claimants have increased due to several serious care claims. Through successful contract negotiations, we have been able to eliminate two of our costliest medical plans, which has resulted in a savings on retiree health care costs. In addition, five of our six unions have agreed to a cost sharing provision with respect to premium payments on medical and dental insurance, which will help to contain the cost of providing health care to employees. These changes will help to mitigate the potential impact of the pending Excise (Cadillac) Tax of 2018 under the Affordable Care Act by keeping our overall premiums lower.

**GOAL 2. COMMUNITY-WIDE ECONOMIC DEVELOPMENT INITIATIVES TO EXPAND TAX BASE**

**Status:** The Mayor's Impact Fee Committee completed its work in September 2014. The Committee's final report recommended a series of changes to the impact fee ordinance including the elimination of the Merrimack Valley School District impact fee, the transition from a square footage to a dwelling unit measure for residential impact fees, and the clarification of incentive language. The proposed ordinances were adopted by City Council at its November 2014 meeting.

The Upper Floor Development Committee met several times and comprehensively analyzed the municipal review process for downtown redevelopment projects, using the Endicott Hotel case as a model. This committee also held an open forum with downtown property owners from which one of the salient take-aways was the need for the community to revisit the creation of a possible downtown lender's consortium.

In terms of new development, Liberty Utilities received approval for the construction of a new 7,000 SF training facility at 10 Broken Bridge Road. In June, the redevelopment of a new auto dealership at 94 Manchester Street was approved by the Planning Board. In May, a new 3,300 SF Sugar River Bank branch at 198 Loudon Road was given the green light. In February, a 31,000 SF retail/restaurant center on Loudon Road, across from the Sears Auto Center, was approved. In November a nanobrewery was approved for the Smokestack Center off of North State Street.

The Concord Racquet Club was sold to a seacoast investor and re-branded as the “Health Club of Concord.” The new owner plans to continue to operate the Club as a fitness/athletic facility with few changes in the short term. Long-term improvements are being contemplated.

### GOAL 3. PUBLIC INFORMATION, MARKETING & COMMUNICATIONS

**Status:** The City is working effectively towards increasing public awareness through branding, marketing and communications.

- a) **Assessing:** All property assessments are available on the City website. The information includes property data along with building sketches. A Powerpoint presentation on the website entitled “Understanding Property Assessments and Taxation” is a useful tool for taxpayers who wish to become more familiar with the assessment process, tax credits, exemptions and tax bills. An informational meeting explaining the property assessment process is scheduled for February 19, 2015, at 7:00 PM, in City Council Chambers.
- b) **Finance – Purchasing:** The Purchasing Division has considerable public contact, mostly through bids, proposals and quotes. Information is distributed to vendors as warranted. Vendors are encouraged to register on the City’s website in order to receive e-mail notification when a solicitation has been issued that the vendor may be interested in. The Purchasing website is easy to navigate for any citizen wishing to review bids and proposals. The website is reviewed regularly to ensure all information is current and updated with every new bid or request for proposal that is released.
- c) **Community Development:** Louis Karno & Company has revamped the Main Street Project website and added two project “cams” located at both ends of Main Street. The firm continues to work closely with the construction team to disseminate information now that the construction phase has begun.
- d) **Fire Department:** The Fire Department’s Facebook page has 2,643 followers, up 28.4% from last quarter. The Department posted information on community benefits activities by the two IAFF locals, chainsaw safety, outage and shelter updates during the Thanksgiving Eve storm, turkey fryer safety, Ebola preparedness, the Change Your Clock/Change Your Battery campaign, Halloween safety, officer promotions, Fire Prevention Week activities, and safety quizzes. The Fire Department’s Twitter page has 483 followers and the same information is shared there. The Department’s web pages continue to see a high volume of traffic. Additional safety information is constantly being added. The *Concord Monitor* published articles on the retirement of Battalion Chief Ken Folsom, the community benefits fundraising of the IAFF locals, the Department’s response to the Thanksgiving storm, and the ongoing problem of homelessness. NH-1 News conducted several interviews on winter safety, maintaining hydrants, and on the growing number of opiate overdoses.

- e) **General Services Department:** In February 2014, the General Services Department hired the City's first Communications Coordinator to help the department with marketing, promotions, and public communication efforts. The Department updated its web pages on the City website and increased its web page views to a total of 4,241. The Department also launched a monthly newsletter, *The General Gazette*, which features top stories from the Department. The Department also launched Google+ and YouTube pages. The first video that was launched showcased downtown snow removal.

In April 2014, the General Services Department launched two new YouTube videos regarding Spring Leaf Collection and Arbor Day. The Department created and mailed its first annual Trash and Recycling brochure to residents, which included information regarding PAYT trash bag locations, recycling, contact information, a calendar of trash holidays and other solid waste events, and a PAYT trash bag contest that encouraged residents to sign up for News Flash on the City website. The brochure received the 2014 Outstanding Recycling Brochure Award by the Northeast Resource Recovery Association.

In May 2014, the Department released a new YouTube video showcasing the City's Water Conservation Technician presenting information to school children at the Manchester Water Fair regarding the City's leak detection efforts and the importance of water conservation.

In June 2014, the Department published a YouTube video showcasing a tour at the Water Treatment Plant with a brief explanation of the City's water treatment process. The Department also launched a Twitter page, and diligently tweets about street sweeping, road work, water conservation, recycling, trash holidays, promotions, arena events and more.

In July 2014, the Department initiated a Facebook page. The Department posts 2-3 times a week about things like *The General Gazette*, water conservation, trash and recycling, street maintenance, holidays, General Services' YouTube videos, pictures of events, and other engaging topics. The Department also had a presence at Downtown Market Days, with a mini golf hole built by staff, which advertised General Services' social media pages and the City website. Department staff engaged with the community on-site and encouraged them to follow General Services online. Also in July, the Department published another YouTube video to instruct residents how to read their water meter. Another community engagement opportunity was with the Department's Truck Photo Contest. The Department requested Concord residents to submit photos of what Concord means to them. Two winning photos will be printed on Casella trash and recycling trucks.

In August 2014, the Department attended National Night Out to promote its vehicles, water conservation, solid waste, etc. The mini golf hole from Market Days was brought back as well. Also in August, the Department created and mailed a water brochure, which contained information about utility billing, water conservation, water quality, and two promotions. The first promotion was a Goody Bag Giveaway, which encouraged residents to follow the Department's Facebook, Twitter, Google+, and YouTube pages with an incentive of a free goody bag filled with General Services' promotional items. A YouTube video was also created to promote the Goody Bag Giveaway. The second promotion was "E-Z Pay for

WaterSense,” a contest that encouraged water consumers to enroll in E-Z Pay for Utility Billing for a chance to win a WaterSense labeled showerhead.

In September 2014, a new YouTube video was released of the Everett Arena ice painting. The Department also continued its E-Z Pay for WaterSense contest to encourage residents to enroll in E-Z Pay and to promote the importance of saving water.

In October 2014, the Department participated in the EPA WaterSense “Shower Better Month” campaign with their E-Z Pay for WaterSense contest and a WaterSense labeled showerhead coupon for use at The Granite Group. When the E-Z Pay for WaterSense contest ended, the Department had gained a total of 79 new E-Z Pay enrollees. Five residents were randomly selected to win a WaterSense labeled showerhead and were educated on how water efficient products can help save water, energy and money. Also in October, a new YouTube video was developed featuring details of the Fall Leaf Collection Program.

In November 2014, the Department created a winter operations web page to showcase information regarding street and sidewalk plowing priorities, plowing route maps, downtown snow removal, winter parking bans, and sand locations. The skating web page was also updated with more recent and detailed information.

In December 2014, the Department began promoting a pilot program for curbside Christmas tree collection. The Department issued a press release which was sent to the local media and which was posted on the Department’s social media sites. Information about the program was also distributed to residents with their water bills.

Eleven new web pages were created on the City website regarding wastewater treatment; biosolids; odor control; what is flushable; sanitary sewer collection; RV waste; septage discharge; industrial pretreatment; facility tours; and how to prevent fats, oils and greases in our sewers.

Also in December, the Department mailed out its second annual solid waste brochure, this time including a full year calendar. Similar to the last brochure, the calendar included information about trash holidays, household hazardous waste day, and spring and fall leaf collection. The calendar also included the Christmas tree collection for this year. The brochure also included information about collection services, the Transfer Station, Earth Materials Recycling Center, single-stream recycling, and the PAYT Program. The Department also released another PAYT bag contest with the new brochure, which provides the opportunity for residents to win a free bundle of PAYT bags if they sign up for General Services topics within Notify Me on the City website.

The General Services Department also features press releases in the local media regarding important information about events, programs and promotions. This year, the Department was featured 20 times in the Concord Monitor, 16 times in Concord Patch, and at least five times in the Concord Insider. All releases link back to the City website.

Since hiring the new Communications Coordinator in February 2014, the Department's web page visits have increased by 1,648 views, to 5,889 in December 2014. The Department has steadily gained followers on their social media pages with their Facebook page totaling 275 likes, their Twitter page having 138 followers, their Google+ page reaching over 28,000 views with 21 subscribers, and their YouTube page achieving 2,736 video views and 26 subscribers.

- f) **Human Resources:** In an effort to improve outreach activities as they pertain to position vacancies within the City, the Human Resources Department utilizes online cloud-based recruitment software for applications. Now an applicant can be made aware of other City job opportunities by completing a job interest card. Job interest cards are sent out to those who have completed a profile and have let us know what types of work they are looking for. This has served to reduce phone calls within the Department, while saving the job seeker time in having to check back to our website. It has also saved in recruitment advertising costs. Our job vacancies are a hotlink from the home page of the City's website.
- g) **Library:** Staff has focused on improving marketing by revising the Library's list of publicity contacts in order to reach a broader audience. Staff created two Tumblr pages – one for teens and one for book clubs and adult readers. The Library has created a YouTube channel for the posting of videos of Library programs and they also maintain a Facebook page. The Library makes great use of the Newsflash feature of the City website, highlighting upcoming programs and information about library services. Staff continues to highlight library services and programs through monthly *Insider* ads.
- h) **Parks & Recreation:** The Department creates four seasonal brochures each year, which are delivered to all elementary school children in the city. These brochures highlight all Department programs and events for the next 3-4 months. The content of the brochures is also posted on the Parks & Recreation web site. In addition, the Department maintains a very active Facebook page, with over 1,600 "likes". The Department also creates a monthly newsletter for the web site, weekly news releases for local media, a monthly TV show ("We Are Serious About Fun") with Concord TV, and numerous public service announcements. The Department works very closely with the Friends of the Audi to advertise events and rental opportunities.

The Parks & Recreation Department also maintains the web site for the Beaver Meadow Golf Course. Staff creates and sends out weekly and monthly e-mail blasts to several thousand golfers who have signed up to belong to our online e-club. The web site receives between 2,500 and 3,500 unique web hits per month. The Department also maintains a very active Facebook page for the course, with over 1,100 "likes". During the golf season, staff coordinates weekly newspaper and radio ads. This past summer, the Department made a promotional video with Concord TV.

- i) **Police Department:** The Police Department utilizes a number of social media sites, as well as the City website to present information regarding the Department to the public and to keep the public informed of events occurring within the City. The Department's website includes many pages with valuable information, including guidance on how to obtain reports and other services that the Department provides. The site also provides notification on upcoming hiring processes, drug take-back

days, upcoming citizen police academies, and other events. In addition, all Department press releases are placed on the Department's web page.

The Police Department's Twitter page has over 1,500 followers and its Facebook page has over 800 friends. Both of these sites also disseminate information regarding Department and/or City events, and provide emergency information as necessary.

The Department also administers the Concord Regional Crimeline, which allows individuals to anonymously provide tips regarding ongoing investigations in Concord and surrounding towns. Tips can be submitted by phone, online or by text message. During 2014, 298 tips were received by the Department through Crimeline. These tips have led to the arrest of 24 individuals and closed out numerous cases.

The Community Resources Unit of the Police Department produces a segment on Concord TV entitled, "On the Beat", which is aired every other month. "On the Beat" allows the Department to disseminate news of interest regarding the Department, as well as helpful tips to prevent crime and how to respond if one has been a victim of crime. In addition, interviews are conducted with other City employees and community leaders to help pass on useful information to the residents of Concord.

The Police Chief participates in a weekly radio show on WKXL, where different topics are addressed based upon events occurring in the city, state and, on occasion, the nation.

#### **GOAL 4. PARKING MASTER PLAN / IMPLEMENTATION MEASURES**

**Status:** The City issued a Request for Qualifications and Experience (RFQ) for this project on January 21, 2014. Statements of qualifications were received on February 28, 2014 from four consultant teams. Consultant teams were subsequently interviewed on April 4th and April 21st. On June 9, 2014, the City Council appropriated \$115,000 to proceed with the project. On June 24, 2014, the City engaged Nelson Nygaard and Desman Associates to undertake the project. The total contract is \$108,775. The project began this summer with data collection. To date, the consultant has reviewed all past City parking studies, completed an inventory of all public and private parking spaces in the study, as well as held 10 stakeholder focus group meetings. Stakeholder forums included residents, downtown business owners and employees, the State of New Hampshire, the US Federal Court, UNH Law School, landlords and developers, as well as staff from the Parking Division and the General Services Department. A community "open house" to receive public input about the City parking system was held on October 6, 2014. On January 7, 2015, the Consultant collected additional parking counts when the Legislature was in session, as well as to hold meetings with long-term lease holders to gauge potential interest in moving to a permit system. A second public forum is scheduled for January 28, 2015. The purpose of the forum will be to preview the Consultant's preliminary findings and recommendations for the study. The City Administration plans to present the final study to the City Council in February or March.



## **PROJECT 1. MAIN STREET COMPLETE STREETS PROJECT**

**Status:** The project received City Council approval on July 30, 2014. Two additional meetings with downtown merchants were held in August to arrive at the preferred construction sequence. Ultimately, the merchants attending unanimously approved the construction of the entirety of the North Main Street streetscape in 2015, with the southern section, from Pleasant Street to Concord Street, being done in 2016.

Per Council direction, a lighting firm was sought to be part of the project team. The lighting design firm of Horton Lees Brodgen, with offices across the country, including in Boston, was selected. A lighting design was presented to City Council in December 2014.

A way finding signage package was also presented to City Council in December 2014. Council directed staff to meet with downtown stakeholders to obtain input on the designs. Meetings were scheduled for January 6th and 8th, 2015, to be followed by a public hearing on January 12th.

## **PROJECT 2. CITYWIDE MULTI-GENERATIONAL COMMUNITY CENTER**

**Status:** On April 23, 2014, the City engaged a design team for the project led by the H.L. Turner Group of Concord. As part of the FY 2014 and FY 2015 budgets, the City has appropriated approximately \$751,000 to complete design. Focus group meetings were held on May 29, 2014, with six stakeholder groups, including the Recreation and Parks Advisory Committee (RPAC), to confirm the findings of the 2011 Needs Assessment, as well as reintroduce the community to the project. A public forum was held on June 24, 2014. During its August 2014 meeting, staff reported on the results of the stakeholder input and the City Council authorized the City Manager to proceed with schematic design, as well as updates to the 2011 business plan and financial pro forma for the project. Schematic designs, as well as business plans/financial proformas, have been completed for three options. All design options include alternative floor plans for a potential branch library or a studio for Concord TV. These options will be presented to the City Council at their regular meeting on February 9, 2015. A public hearing on these options has been proposed for March 9, 2015. Final design will only proceed if the City Council selects a preferred option and authorizes a final design to move forward.

## **PROJECT 3. OPPORTUNITY CORRIDOR ECONOMIC DEVELOPMENT**

### **a) South Main Street**

**Status:** On June 9, 2014, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with the State of New Hampshire to acquire the former Employment Security property located at 32-34 South Main Street. The City Council also appropriated \$1.99 million, supported by the Sears Block TIF District, to support this effort. The City acquired the property on October 31, 2014 for the purpose of holding it on an interim basis until such time as a developer can be found with a suitable redevelopment plan that maximizes the highest and best use of the property. The City, with the aid of an independent contractor, is in the process of weatherizing and securing the property. In addition, the City will open the property's 75-space parking lot for paid public parking on or about February 2, 2015. City Administration plans to engage a commercial real estate broker this winter to help market the property.

Concord Steam representatives have not approached the City since their announcement in December 2013 to abandon the development of their new plant at the South Main Street/Langdon Avenue site. The City has directed developers in need of project sites to the area but, to date, is not aware of any concrete plans for the property.

**b) Penacook Village**

**Status:** The final phase of environmental cleanup activities at the Former Allied Leather Tannery and Amazon Realty sites were completed in August and a full report was provided to the City Council in September. Working with its environmental consultant, the City is in the process of amending institutional controls for the site, as well as project close-out with the USEPA and NHDES. This will be completed in early 2015. With cleanup now completed, the City will place the property on the open market with a commercial real estate broker.

The overhead power lines were buried in downtown Penacook over the spring. The visual difference has been warmly received. Construction on the roadway progresses and the roundabout is expected to take shape over the next couple of months.

City Planning staff and the consultant continue to finalize the Penacook Village Zoning study. It is anticipated that this project will be closed out in the fall.

**c) Downtown 2<sup>nd</sup> & 3<sup>rd</sup> Floor Redevelopment**

**Status:** The Upper Floor Development Committee continued its review of the City's development review process to determine what changes, if any, should be implemented to facilitate upper floor development. A forum with downtown property owners over the summer illustrated a need for alternate funding sources for redevelopment projects. The committee is exploring a possible lender's consortium.

Related to this effort, on December 8, 2014, the City Council approved an RSA 79-E Community Tax Relief Incentive application for redevelopment of the Vegas Block. The City Council also approved a license agreement for installation of balconies for the upper floors of the building. Staff has also met with the developer, CRDC, and the developer's lender regarding potential use of the City's Revolving Loan Fund program to provide gap financing for the project.

**d) North Central Corridor/Storrs Street Connection & South End Rail Yard**

**Status:** On May 12, 2014, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with Tsunis Holdings to acquire a 4.04 acre property to facilitate future construction of Storrs Street North. The City Council also approved Resolution #8756, which appropriated \$1.05 million to support this purchase and related activities. The City acquired the property on October 1, 2014. Working with third party consultants, the City is currently in the process of preparing bid documents and securing permits from the State to conduct removal of vegetation and interim grading of the property until such time as the City is prepared to advance CIP #18 (Storrs Street North Extension).

## **PROJECT 4. EXPAND NEIGHBORHOOD STREET IMPROVEMENT PROGRAM**

**Status:** To maintain our local roadway network of 220 miles of streets, annual funding of \$2.6 million is needed.

In recent years, the City has invested in its major arterial streets that receive heavier traffic volumes and, consequently, has had to reduce annual expenditures directed towards local streets to approximately \$1 million. With the funding for the final phase of the Route 3 North Street Rehabilitation project now in place, City Council may now wish to focus on funding for local neighborhood streets. At the same time, City Council and Administration will determine how to best augment existing funding with new sources to increase the number of local neighborhood streets to be repaved each year. The General Services Department is actively engaged in the development of that plan and has launched an informational page on the City's website. It is anticipated that City Administration will present the final draft program during the third quarter of the fiscal year, in concert with the CIP out-year discussions slated for mid-February. The basic financial assumptions of the program have been initially presented to FPAC.

### **ON-GOING INITIATIVE 1. MAJOR TRANSPORTATION CORRIDOR IMPROVEMENTS**

**Status:** Work on CIP #35 (Route 3-Village Street Improvements) has made significant progress. The downtown utilities were placed underground, the roundabout and sidewalks completed, and paving done. Work on the final phase (Stark Street to Manor Road) will be completed in 2015.

CIP #19 (Loudon Road Improvements): The "road diet" was approved by City Council and is under design. Construction is anticipated during the spring/summer of 2015.

CIP #40 (Langley Parkway): A draft report on the Langley Parkway project findings to date is being reviewed by staff. A final report is anticipated to be distributed to Council later this year in preparation for the CIP out years meeting.

### **ON-GOING INITIATIVE 2. MUNICIPAL COMPLEX IMPROVEMENTS**

**Status:** In March 2014, the General Services Department completed a major renovation of the second and third floors of City Hall, which consolidated Finance Department staff on the second floor and Engineering and Planning Division staff on the third floor. The work consisted of the renovation of approximately 3,100 square feet of office space. With these improvements, both Deputy City Manager offices are located on the second floor adjacent to the offices of the City Manager and City Solicitor. The work included constructing a new private office and repurposing a larger private office into a needed conference room on the second floor. Planning staff were moved to the third floor with a new private office constructed for the City Planner. A small conference room on the third floor was also constructed for use by Engineering and Planning staff. The work also included a new entryway into the repurposed space for the Engineering and Planning staff, with extended counter service. New office furniture and privacy cubicles were also provided to enhance the work environment. Through a grant the City received from the NH Charitable Foundation, the General Services Department was able to have both staircases in City Hall painted.

### **ON-GOING INITIATIVE 3. MEMORIAL FIELD COMPLEX IMPROVEMENTS**

**Status:** The General Services Department managed the much-needed renovations of the press box and immediate grounds of the Doane Diamond baseball complex at Memorial Field. Work included a new roof, new siding, new windows and a refurbished interior. Security panels were installed to cover the windows when the building is not in use. The stairway to the second floor was reconstructed to meet present code and safety requirements. The grounds were improved, including the addition of foundation drains, area drains and a ground water pumping station to improve the wet conditions of the past. The work on the building included the addition of two large overhead doors at each end to provide secure storage space for equipment. Walkways and access drives were reconstructed and paved for safe access for users and patrons.

### **ON-GOING INITIATIVE 4. SEWALLS FALLS BRIDGE**

**Status:** Funding for the design of this bridge was released and construction funding was programmed in the State's Transportation Improvement Program. Bid authorization is contemplated for February 2015. The existing bridge was closed permanently on December 1, 2014.

### **ON-GOING INITIATIVE 5. CREATE AND EXPAND PARTNERSHIPS (particularly in regards to Recreation & Economic Development Opportunities)**

**Status:** The sale of City and State-owned land for the proposed 31,000 SF Siena Development, located across from the Sears Auto Center on Loudon Road, was closed in early December. In addition to the State and private land involved, the City received \$39,141 for remnant slivers of City property and the developer has since cleared the land in preparation for spring construction of the shopping center and public roadway improvements.

The Library has partnered with the NH League of Conservation Voters on a public meeting with an EPA representative; the National Network of Medical Libraries for programs and materials; the Appalachian Mountain Club for programs; and Second Start for an English language learning group. The Library also has a number of community partners for Concord Reads programs.

### **ON-GOING INITIATIVE 6. CREATIVE ECONOMY WORK**

**Status:** In the summer of 2014, a fact-finding visit was made by City Councilor Byron Champlin and representatives from the Chamber of Commerce and NHTI to the Plymouth State Enterprise Center. Representatives of the Enterprise Center subsequently made a formal presentation to EDAC at its September 2014 meeting. EDAC formed a subcommittee to explore the concept of the incubator and has since visited the Hannah Grimes Center in Keene, along with members of Creative Concord. Investigation of the incubator concept continues.

## **ON-GOING INITIATIVE 7. HALL ST. WASTEWATER TREATMENT PLANT ODOR CONTROL PROGRAM**

**Status:** The second phase of the three phased comprehensive odor mitigation program at the Hall Street Wastewater Treatment Plant has been operating since November 2013. In order to ensure that future capital funds are spent appropriately, the General Services Department is moving forward with two rounds of odor source sampling and analyses in FY 2015. This effort is intended to rank remaining unmitigated sources of odor and to determine the effectiveness of the investments made to date. Atmospheric dispersion modeling will also be conducted to predict potential off-site odor emissions. The current Capital Improvement Program has funds scheduled in FY 2016 and FY 2017 to address remaining process areas that are identified as significant contributors to off-site odor emissions. The General Services Department is working on a report for City Council which will discuss the effectiveness of the first two phases of the comprehensive odor mitigation program.